



Indigenous Human Services Certificate - Application Instructions (Vanderhoof – Carrier Sekani Family Services)

DEADLINE TO APPLY – December 16, 2022

Program Start Date: January 2023

Steps to Apply:

1. Apply to NVIT online using Education Planner BC
 - i. Visit: <https://apply.educationplannerbc.ca/>
 - ii. Create an Account
 - iii. Submit an Application
 - a. Program – Indigenous Human Services Certificate (IMHS1)
 - b. Term – Spring 2023
 - c. Location – VDF (Vanderhoof)
 - d. Full-Time Study
2. Sign and Return Student Information Release (as soon as possible)

To move forward and be fully accepted to the Indigenous Human Services program (IHMS), **all** the following requirements must be met:

- English 12 or English First Peoples 12 or Equivalent with a C+ (successful completion NVIT ENGL 060 upgrading course or submission of an official transcript showing the equivalent course)
- Grade 12/Mature Student Status
- Applicants must be 19 years old by the start of the program or permission from program coordinator
- Two (2) Letters of Reference

Consent to a Criminal Record Check

(Please note, the Consent to a Criminal Record Check is not an RCMP Criminal Record Check.** To be completed by the student via online application or through paper application (instructions must be followed closely). Please note that a Ministry of Public Safety and Solicitor General public safety criminal record check clearance is required to continue with this program and begin the practicum. Criminal record checks that have not been completed or cleared may result in withdrawal from the program. The cost of a criminal record check will be \$28, payable to the Ministry of Public Safety and Solicitor General. Please be sure to account for this cost upon the start of your program.

- **Please review the following instructions *carefully*. Incomplete online applications will not be processed.**
- **This Ministry Criminal Record Check clearance is required to enter your practicum(s).**
- **Payment will be made directly to the Ministry of Public Safety and Solicitor General Criminal Records Review following the submission of your document.**
 - **Please DO NOT send payment to NVIT; payment is made directly between the applicant and the Ministry.**

Steps to Apply:

1. Click on the following website link and follow the steps. Use the access code unique to NVIT
Online Link: <https://justice.gov.bc.ca/eCRC/> **Access Code:** 4M86E6LQ9V
2. Send 2 copies of government picture identification that includes full name and birthdate to tquwezance@nvit.ca

After your application is submitted online to the Ministry:

1. The CRRP will contact you via email for payment options. Please check this regularly - often the request will go to your Junk Email. The cost per CRC is \$28 and can be paid by credit card, money order or certified cheque (see attached form).
2. Once CRRP contacts you via email for payment, your application will expire after 30 days so please send payment as soon as you are prompted.
3. Once paid, the criminal record check will be processed, and the determination letter will be sent to the Authorized Contact of NVIT for a five-year retention period.



NICOLA VALLEY INSTITUTE OF TECHNOLOGY

Information Release

I, _____, do hereby permit the Nicola Valley Institute of Technology to release information regarding my academic files to _____ Carrier Sekani Family Services _____, and _____ pertaining to the following:

(Band or Nation)

- ☐ Financial Aid
- ☐ Billing
- ☐ Disciplinary Status
- ☐ Academic Information/Grades/Attendance
- ☐ Assessment Results

This release is in effect from:

Start Term/Year: Fall 2022

End Term/Year: Spring 2024

Student Signature: _____ Date: _____